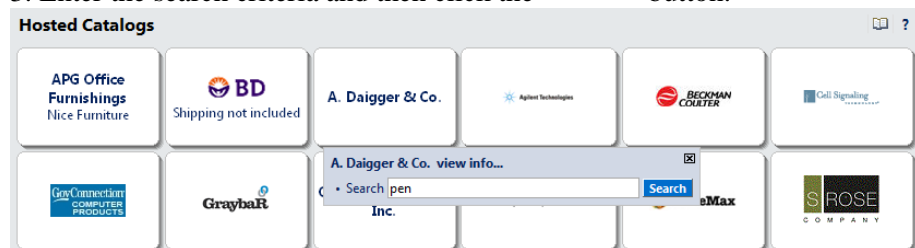


Filtering Search Results Quick Reference Guide

SEARCH BY SUPPLIER

Follow these steps to limit an item search to a specific supplier in WISBuy instead of searching across all possible hosted supplier catalogs.

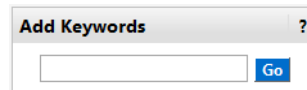
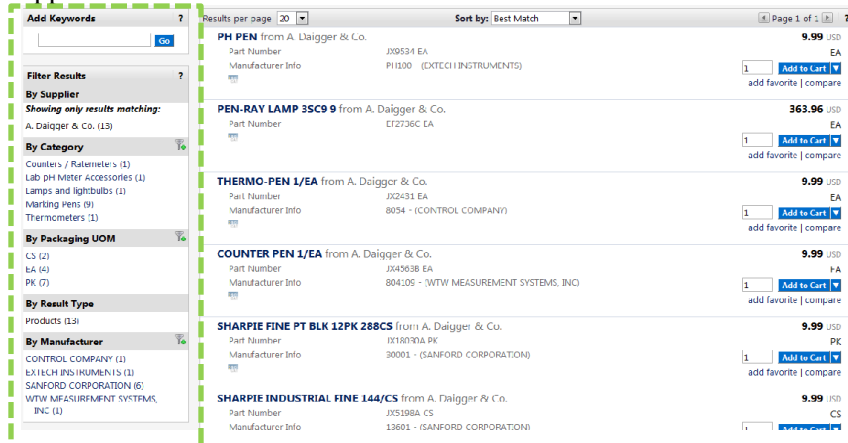
1. From the Home page, click on the icon for the supplier in the Hosted Catalog section.
2. In this example, the shopper wants to search only the A. Draigger & Co. catalog. When the icon is selected, a pop-up window displays as shown below (Note: Catalogs that don't include shipping will be noted in the icon).
3. Enter the search criteria and then click the **Search** button.



FILTERS

Depending on the criteria entered, the search results that come back could number in the thousands. Use filters to narrow the search results further.

- Assume that in the example above the shopper searched for a pen at A. Draigger & Co. The search for “pen” returns 13 results (sometimes results will be in the 1000's).
- As shown below, on the left-side of the screen, different filter options appear that can be used to refine search results further.



1. ADD KEYWORDS

- a. Add additional keywords to narrow search results further. For our example, add electric in the Add Keywords field and click the **Go** button.
- b. To remove a keyword, delete the keyword and then click the **Go** button.

2. ADDITIONAL FILTER OPTIONS

Use additional filter options to refine search results further by supplier, category, packaging UOM, result type, and by manufacturer.

- a. To see additional options for any filter, click the “more...” link next to the filter.
- c. To make more than one selection, click the “add filter” icon next to **By Manufacturer**.
- d. Select the checkbox ☐ next to each manufacturer to filter by.
- e. Select the Filter **Filter** button.
- f. The search results have now been narrowed significantly.
- g. Click the “decrease filter” icon to remove a selected filter.



3. SORT BY

- a. Select the **Sort by** drop down to sort the search results. The first 8 results are sorted.
- b. From the search result page, select the sort by drop-down menu. You will see a menu similar to the one below:

NOTE: The **Price: Low to High** and **Price: High to Low** sort options are only available if you have less than 200 search results. If you have more than 200 search results, you will have to refine your search further before using these options.

- c. Choose the **appropriate sort by criteria**.
- d. The search results are sorted by the selected criteria.

